



# The Apple International Community School

## PRIVATE TUITION POLICY

### **2026-2027**

## POLICY INFORMATION

|                       |                       |
|-----------------------|-----------------------|
| Policy Written        | July 2024             |
| Policy Updated        | August 2026           |
| Policy to be Reviewed | August 2027           |
| Approved By           | Principal – Ms Pretty |



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## **Purpose**

This policy ensures that private tuition is legal, safe and free from conflicts of interest. It applies to paid or unpaid tuition, whether individual or group, online or face-to-face. School-approved support provided through AICS is not private tuition.

## **UAE regulatory requirements — mandatory**

Private tuition in the UAE is regulated under MOHRE Ministerial Resolution No. 710 of 2023. A person providing private tuition must meet the applicable MOHRE requirements before starting.

Any AICS employee who wishes to tutor a student outside AICS must:

- hold a valid MOHRE Private Tutor Work Permit for online or in-person tuition;
- obtain the employer No Objection Certificate (NOC) and written AICS approval through the Principal/HR, where required;
- sign and follow the official Private Tuition Code of Practice; and
- follow UAE law, safeguarding, confidentiality and professional-conduct requirements.

**Important:** A teacher must not privately tutor a student enrolled at the teacher's own school. AICS staff must therefore not tutor any current AICS student.

Regulatory requirements may change. Staff must check the current MOHRE conditions when applying for or renewing a permit. UAE law and regulator directions take priority over this policy.

## **Rules for AICS staff**

AICS staff must not:

- Offer, arrange or provide private tuition to a current AICS student, directly or through another person;
- Advertise to or seek private-tuition referrals from AICS students or families;
- Suggest that tuition will improve grades, references, placement or access to opportunities;
- Withhold normal classroom support or create a need for paid tuition;

- Use AICS premises, working time, name, logo, email, systems, resources or confidential student information without written permission; or
- Allow private tuition to affect attendance, planning, marking, duties or performance.

## **Tutoring students outside AICS**

A staff member may tutor a student who is not enrolled at AICS only when all the following conditions are met:

- The required MOHRE permit and AICS approval/NOC are in place before tuition starts.
- The tuition takes place outside contracted working hours and uses no AICS resources or confidential information.
- The arrangement does not create a conflict with the staff member's school duties, assessments, admissions or school relationships.
- The staff member declares the arrangement to HR and reports any change. Tuition must stop if the student later joins AICS.

## **Safeguarding and academic honesty**

- Parents/guardians must know the tutor, location, timing and method of tuition. Communication must be transparent and use appropriate adult channels.
- Face-to-face tuition must take place in a safe, appropriate and observable setting. Online tuition must use suitable privacy and security controls.
- Professional boundaries must always be maintained. Abuse, inappropriate communication and unauthorised transport are prohibited.
- Tutors may support learning but must not complete a student's work, provide secure assessment material, support plagiarism or impersonation, or assist unauthorised AI use.
- Any safeguarding concern involving an AICS student must be reported immediately to the AICS Designated Safeguarding Lead (DSL).

## **Guidance for parents**

Parents should first discuss learning concerns with the class/subject teacher or relevant school leader. When independently choosing an external tutor, parents should check the tutor's identity, qualifications, references and valid MOHRE permit; agree fees and safeguarding arrangements; and never share school passwords. Unless AICS formally appoints the tutor, the arrangement is private and AICS cannot guarantee its quality, fees or results.

### **Reporting and consequences**

Staff must ask the Principal, HR Manager or DSL for advice if unsure about an arrangement. Suspected breaches may be reported to the Principal, Vice Principal, HR Manager or DSL. HR will keep a confidential record of declarations and approvals.

A breach may result in an instruction to stop tutoring, withdrawal of approval/NOC, disciplinary action up to and including dismissal, and referral to MOHRE, MOE, KHDA, police or another authority where required.

### **Key references**

MOHRE Ministerial Resolution No. 710 of 2023; MOHRE Private Tutor Licensing service and Code of Practice. Related AICS policies: Safeguarding and Child Protection; Staff Code of Conduct; Data Protection;